

ACCESS DRIVEWAY PERMIT APPLICATION FORM

Updated: March, 2017

Permit # _____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

Applicant = person or business responsible for construction. Owner = person or legal entity currently holding the title to the property.

PROPERTY INFORMATION

Subject Property Address: _____

Legal Description: Lot _____ Block _____ Subdivision _____

DESCRIPTION OF REQUEST

Contract Value: _____ ☐ **Type I (Residential)** ☐ **Type II (Non-Residential)**

AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided. Further I understand the required inspections associated with this request.

Filing Fee \$29 Type I / \$59 Type II **Technology Fee \$11** **TOTAL FEE ATTACHED \$** _____

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

PROCESS

- Driveway application and details may be found on the City of San Marcos web page: Permit Department: Applications / Forms or at the following link: <http://www.ci.san-marcos.tx.us/index.aspx?page=871>.
- Applicant may submit the permit online at www.mypermitnow.org
- The applicant will receive comments and/or notification when the permit is ready to be issued.
- The applicant must collaborate with City inspectors for necessary inspections.

CHECKLIST FOR ACCESS DRIVEWAY PERMIT

Items Required for Complete Submittal		Staff Verification & Comments	
<input type="checkbox"/>	Completed Application for Access Driveway Permit	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee: \$29 for Type I (residential) \$56 for Type II (commercial) Technology Fee: \$11	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner, if the applicant is not the owner	<input type="checkbox"/>	
<input type="checkbox"/>	For Type I, Residential, a plan indicating: <ul style="list-style-type: none"> • Width of proposed driveway • Type of pavement surface to be used • Location with respect to property lines • Any special conditions relative to the side 	<input type="checkbox"/>	
<input type="checkbox"/>	For Type II, Commercial, a scaled plan indicating: <ul style="list-style-type: none"> • Drainage structures • Utilities • Driveways • Parking Layout • Sidewalks • Street Width • Trees greater than 15" in circumference • Distance to all intersecting public streets within 100 feet • Existing and Proposed Improvements • Median Opening and Locations, if applicable • All existing structures and buildings within 50' of common property line 	<input type="checkbox"/>	
<input type="checkbox"/>	Details on method of spoils disposal and location of the spoils disposal site	<input type="checkbox"/>	
<input type="checkbox"/>	Certificate by the applicant that the proposed driveway approach will comply with the "City of San Marcos Standard Specifications"	<input type="checkbox"/>	
<input type="checkbox"/>	Approval from the Texas Department of Transportation (TxDOT) for proposed driveway approaches on state highways within the City Limits.	<input type="checkbox"/>	
Additional information may be required at the request of the Department			

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: _____ Date: _____

Print Name: _____

☐ Engineer ☐ Architect/Planner ☐ Surveyor ☐ Owner ☐ Agent

SAN MARCOS LAND DEVELOPMENT CODE

STANDARDS FOR DRIVEWAYS

Section 7.4.2.5 Driveway Site Layout and Construction Standards

Driveway	Driveway Criteria	Driveway Width Feet		Radius Dim. (RAD) Feet		Wing Width (W) Feet		Spacing Between Driveway
TYPE	USE	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN. FEET
I	SINGLE FAMILY	10	20	5	5	3	3	10
I	DUPLEX AND TOWNHOUSES	15	25	5	10	N/A	N/A	20
II	MULTI-FAMILY RESIDENTIAL	24	30	5	10	N/A	N/A	20
II	OFFICE COMMERCIAL AND PARKING LOTS	24	35	10	15	N/A	N/A	20
II	INDUSTRIAL	24	45	10	15	N/A	N/A	20
II	BANKS, SERVICE STATIONS, CONVENIENCE STORES WITH FUEL PUMPS FRONTAGE	24	45	10	15	N/A	N/A	1/3 FRONTAGE

Driveways will not take up more than 70% of lot frontage.

Transportation Design Manual

Chapter 5 Table 5-1

Minimum offset from intersections and minimum spacing between driveways for adjacent commercial lots.

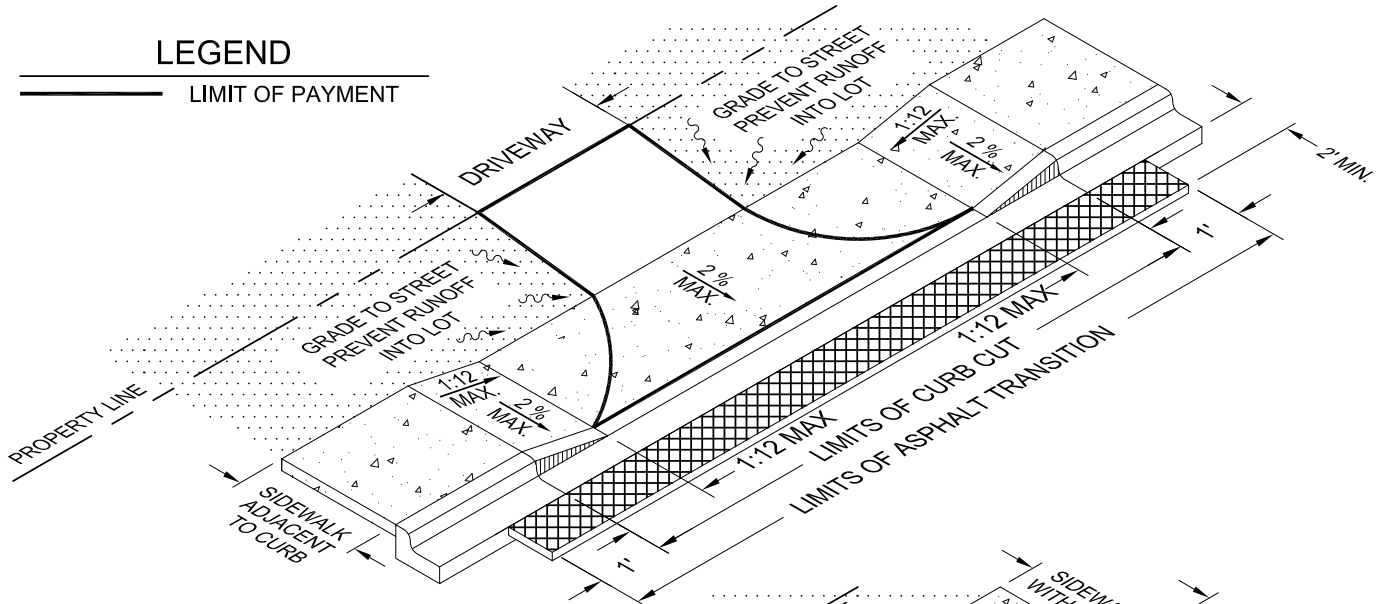
ROAD TYPE	RESIDENTIAL OR NEIGHBORHOOD COLLECTOR	COMMERCIAL OR INDUSTRIAL COLLECTOR	MINOR ARTERIAL	MAJOR ARTERIAL
ONE-WAY	50 ft.	75 ft.	150 ft.	150 ft.
TWO-WAY UNDIVIDED	75 ft.	100 ft.	200 ft.	200 ft.
TWO-WAY DIVIDED	75 ft.	100 ft.	200 ft.	200 ft.

For frontage road and other State Highways see "Transportation Design Manual" chapter 5.
For area zoned smart code see City Ordinance "SAN MARCOS SMARTCODE".

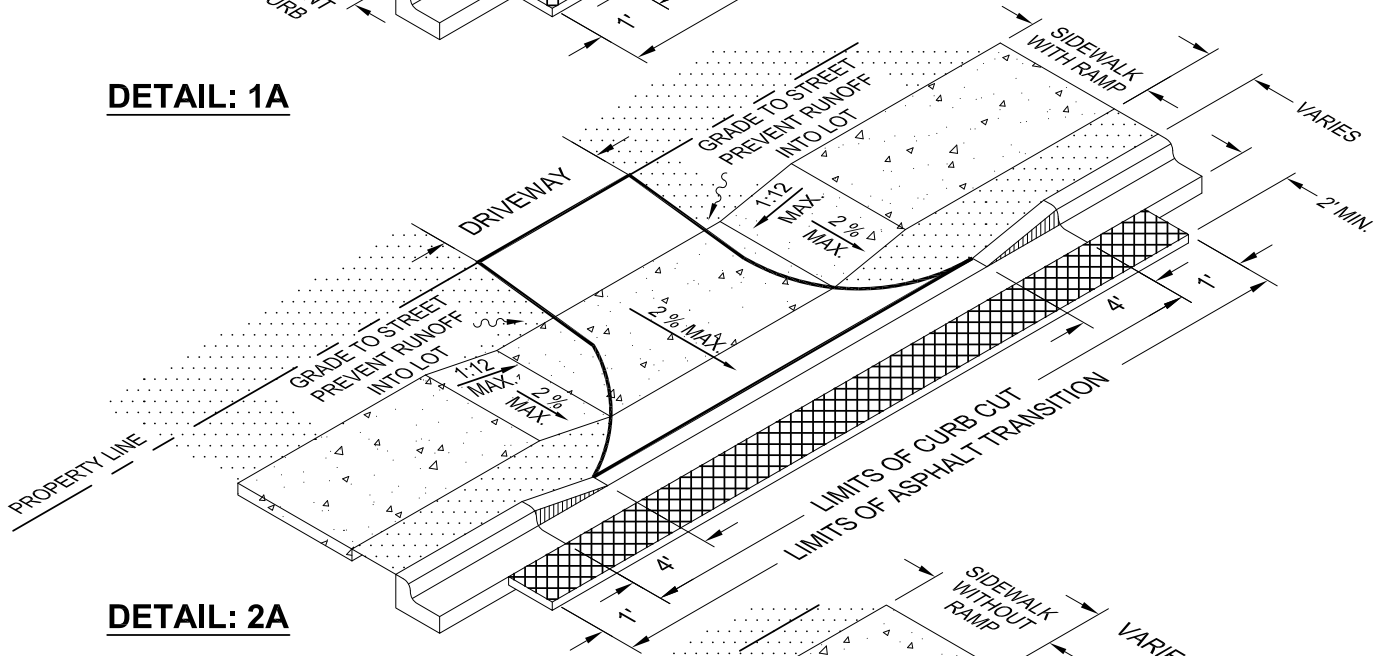
**CITY OF SAN MARCOS
STANDARD
SPECIFICATION
(DETAILS)**

LEGEND

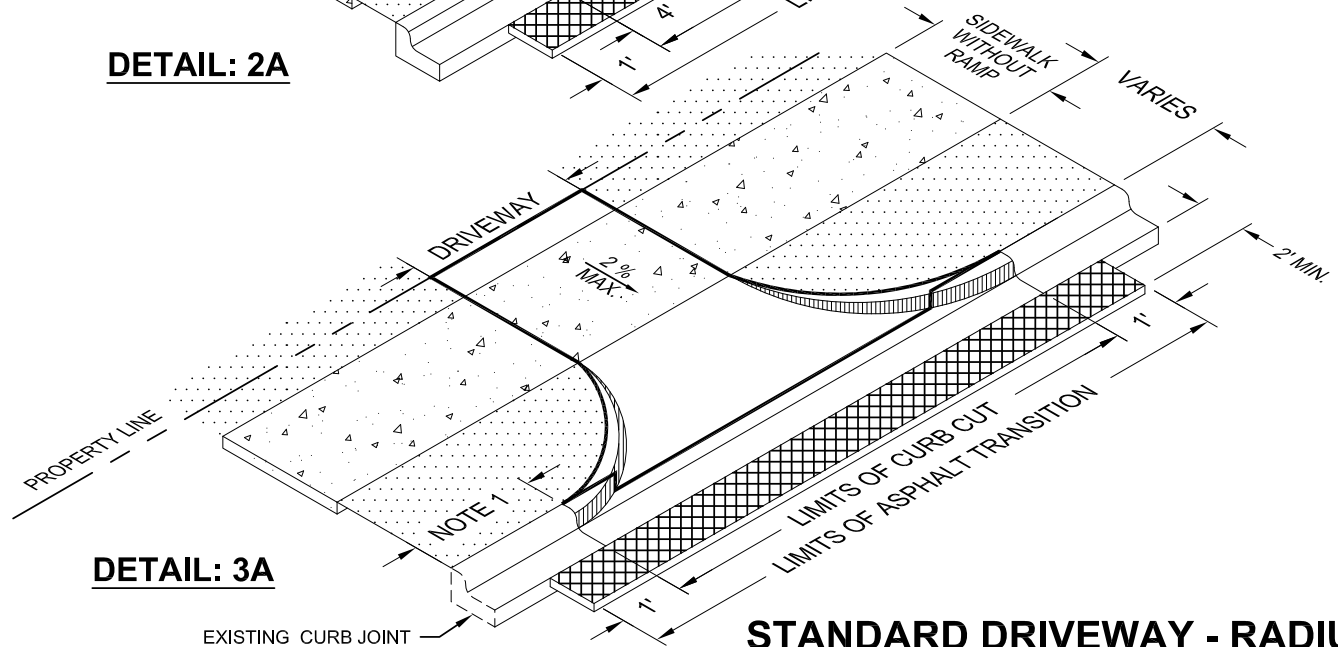
— LIMIT OF PAYMENT



DETAIL: 1A



DETAIL: 2A



DETAIL: 3A

EXISTING CURB JOINT

STANDARD DRIVEWAY - RADIUS

The City of San Marcos
Engineering and Capital Improvements

DRIVEWAY

RECORD COPY SIGNED BY

1/27/2016

THE ARCHITECT/ENGINEER ASSUMES
RESPONSIBILITY FOR APPROPRIATE USE
OF THIS STANDARD.

STANDARD NO.

433S-A-SM

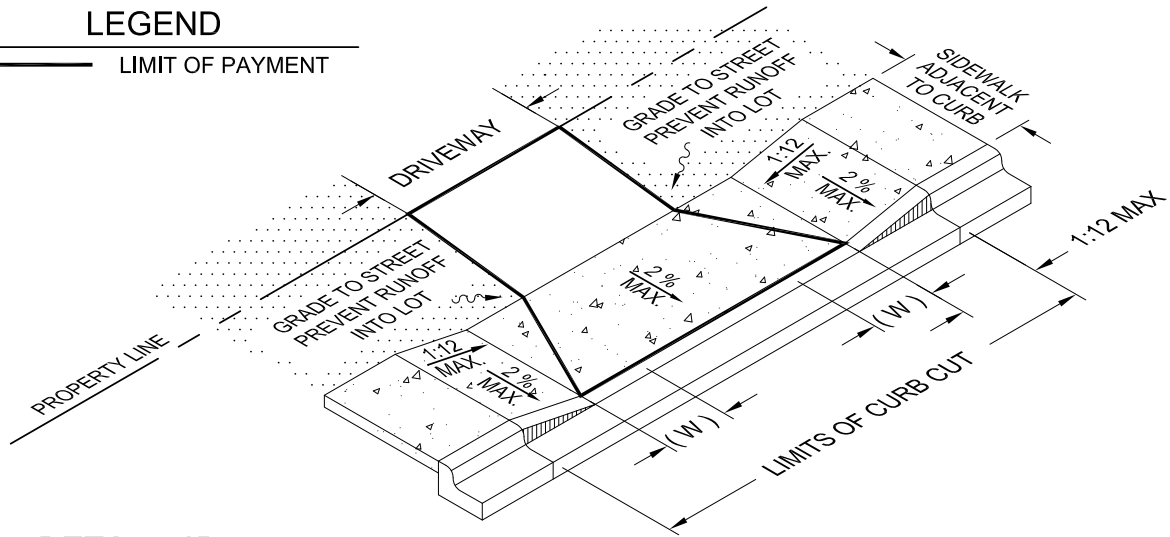
LAURIE MOYER, P.E.

ADOPTED

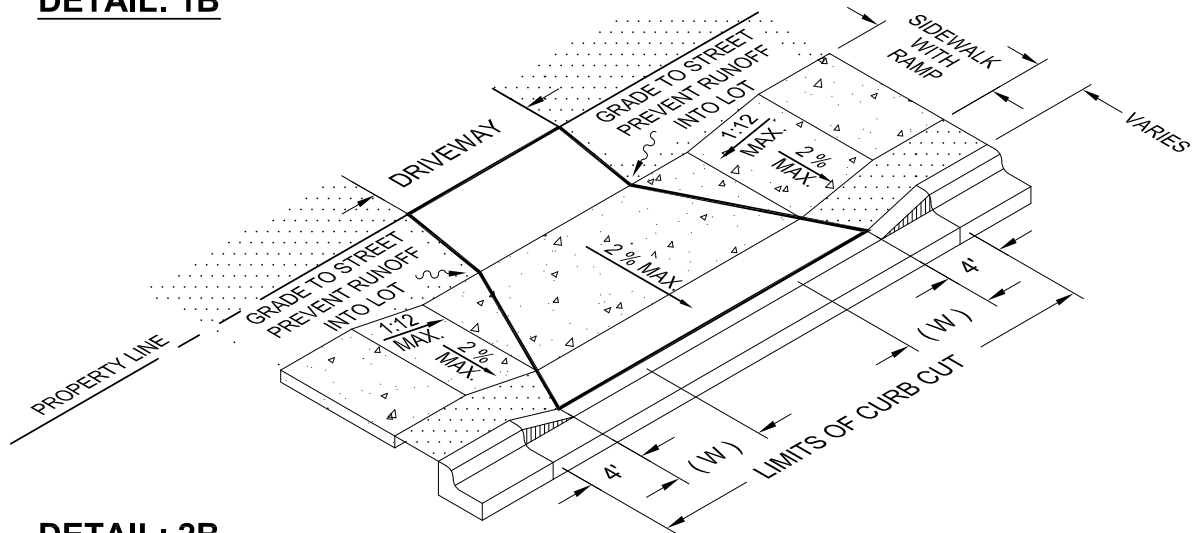
1 OF 6

LEGEND

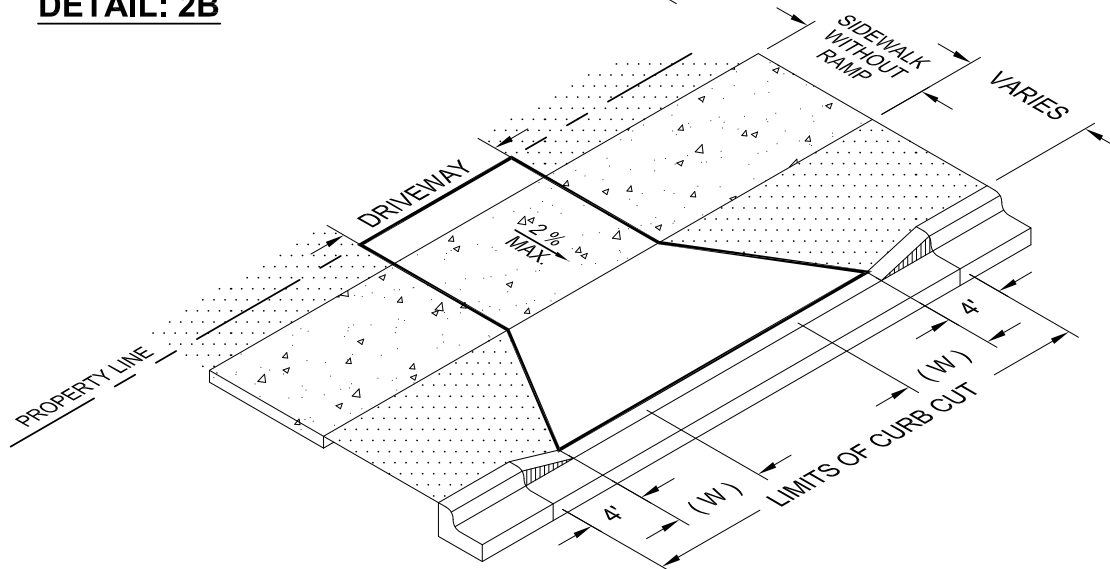
— LIMIT OF PAYMENT



DETAIL: 1B



DETAIL: 2B



DETAIL: 3B

RESIDENTIAL DRIVEWAY - FLARED

The City of San Marcos
Engineering and Capital Improvements

DRIVEWAY

RECORD COPY SIGNED BY

1/27/2016

LAURIE MOYER, P.E.

ADOPTED

THE ARCHITECT/ENGINEER ASSUMES
RESPONSIBILITY FOR APPROPRIATE USE
OF THIS STANDARD.

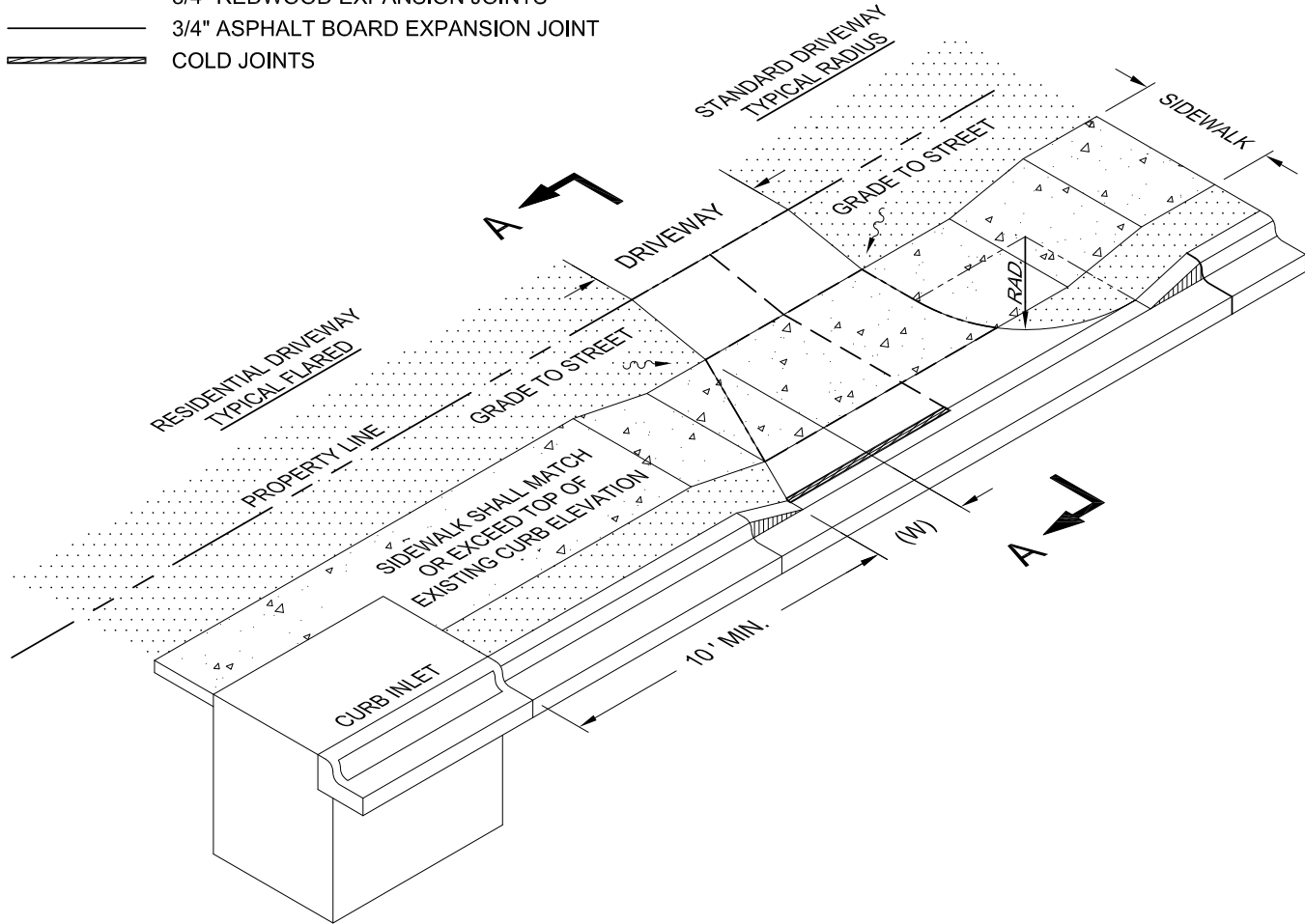
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433S-A-SM

2 OF 6

LEGEND

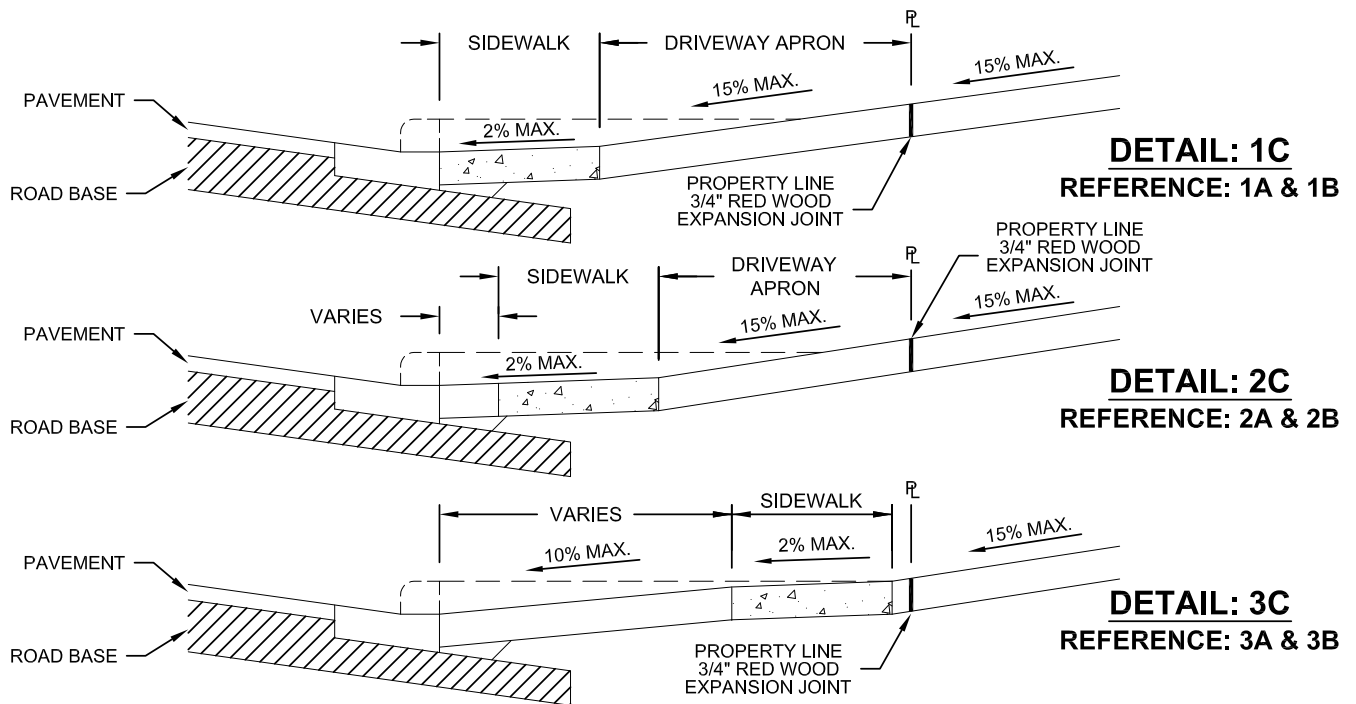
----	CONTROL JOINTS - 3/4" DEEP x 1/4" WIDE
-----	3/4" REDWOOD EXPANSION JOINTS
=====	3/4" ASPHALT BOARD EXPANSION JOINT
=====	COLD JOINTS



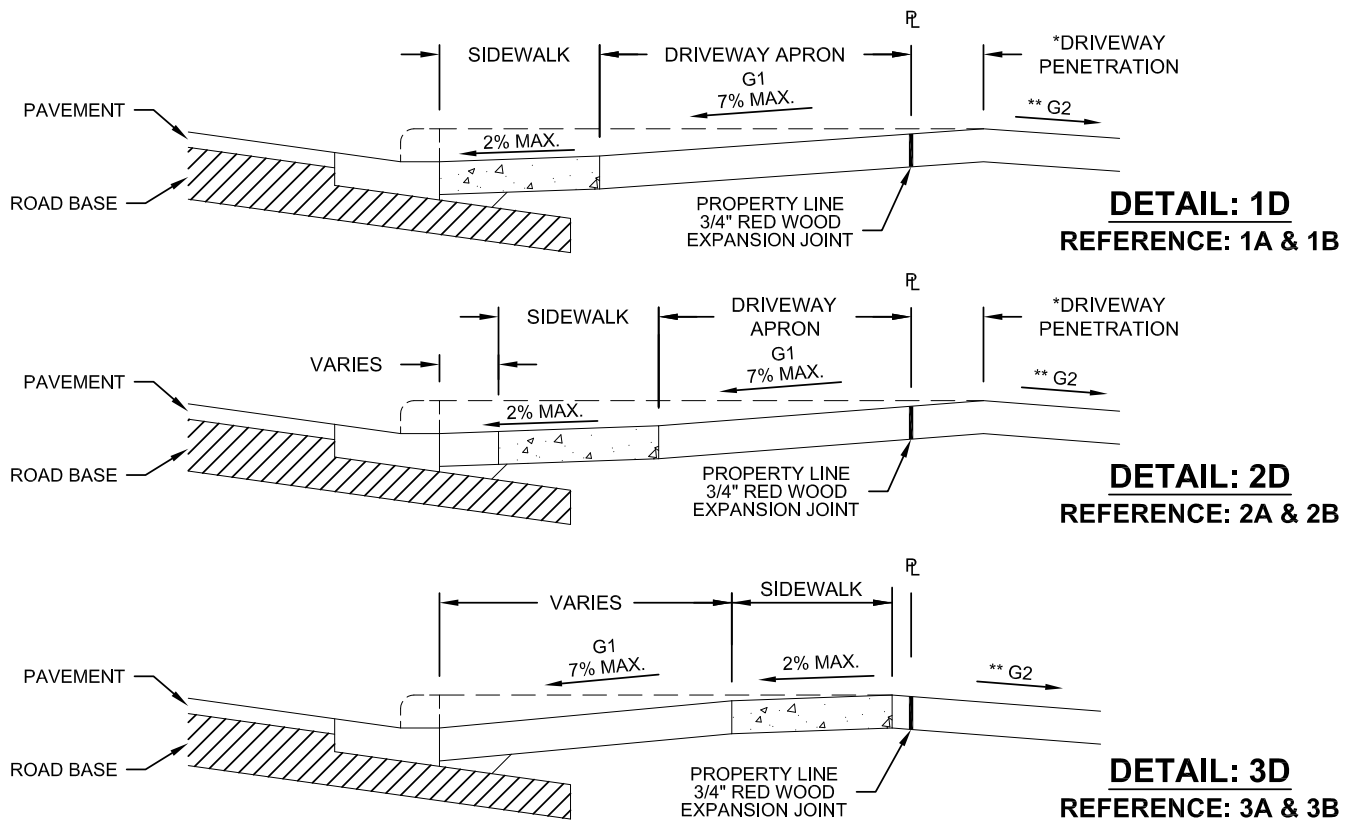
DRIVEWAY	DRIVEWAY CRITERIA	DRIVEWAY WIDTH FEET		RADIUS DIM. (RAD) FEET		WING WIDTH (W) FEET		SPACING BETWEEN DRIVEWAY
TYPE	USE	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN. FEET
I	SINGLE FAMILY	10	20	5	5	3	3	10
I	DUPLEX AND TOWNHOUSES	15	25	5	10	N/A	N/A	20
II	MULTI-FAMILY RESIDENTIAL	24	30	5	10	N/A	N/A	20
II	OFFICE COMMERCIAL AND PARKING LOTS	24	35	10	15	N/A	N/A	20
II	INDUSTRIAL	24	45	10	15	N/A	N/A	20
II	BANKS, SERVICE STATIONS, CONVENIENCE STORES WITH FUEL PUMPS FRONTAGE	25	45	10	15	N/A	N/A	1/3 FRONTAGE

DRIVEWAY DIMENSION

The City of San Marcos Engineering and Capital Improvements		DRIVEWAY	
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LAURIE MOYER, P.E.	ADOPTED		433S-A-SM
			3 OF 6



SECTION A-A POSITIVE SITE DRAINAGE

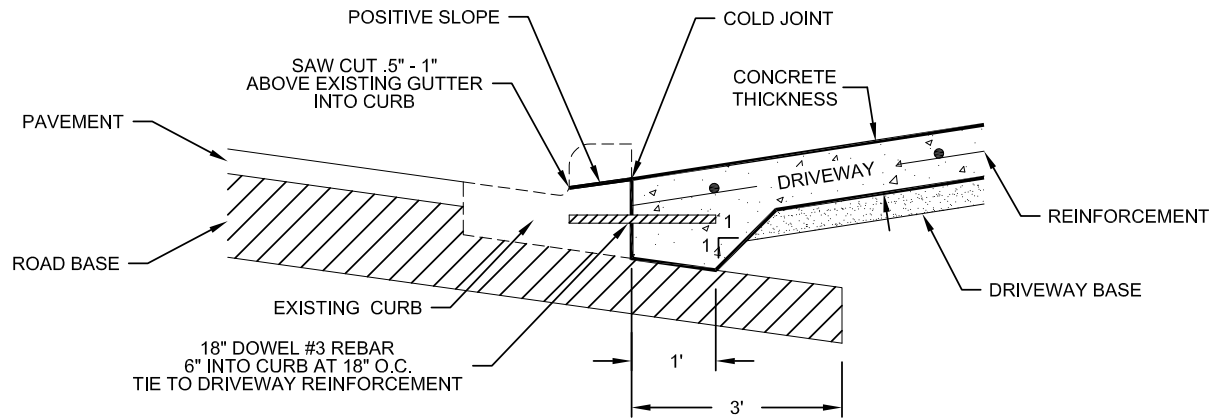


SECTION A-A NEGATIVE SITE DRAINAGE

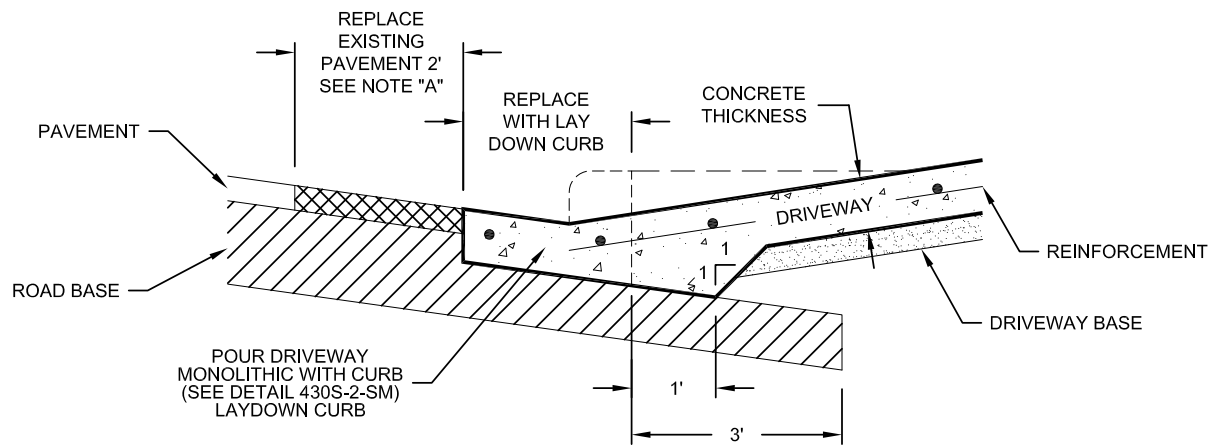
*DRIVEWAY PENETRATION WILL EXTEND INTO THE PROPERTY UNTIL GRADING IS HIGHER THAN THAT OF THE CURB AT THE MAXIMUM G1 SLOPE. LIMITS OF PAVEMENT WILL EXTEND TO LIMITS OF DRIVEWAY PENETRATION.

** $|G1 - G2| \leq 15\%$

The City of San Marcos Engineering and Capital Improvements		DRIVEWAY	
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FLARED CONNECTION



CURB RADIUS CONNECTION

DRIVEWAY	CONCRETE THICKNESS	REINFORCEMENT	DRIVEWAY BASE
TYPE I	6" CLASS A 3,000 PSI	#3 BARS PLACED ON CHAIRS AT MID DEPTH OF SLAB AT NO MORE THAN 18" O.C. BOTH DIRECTIONS	2" COMPACTED SAND
TYPE II	7" CLASS C 3,600 PSI	#4 BARS PLACED ON CHAIRS AT MID DEPTH OF SLAB AT NO MORE THAN 18" O.C. BOTH DIRECTIONS	2" COMPACTED SAND

NOTES:

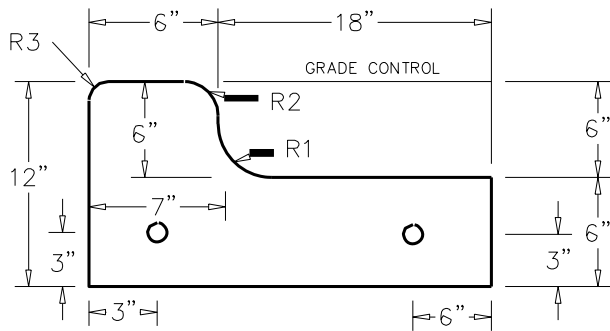
- A. NEW PAVEMENT WILL MATCH EXISTING PAVEMENT THICKNESS AND TYPE.
- B. IN NO INSTANCE SHALL THE REBAR BE PLACED DIRECTLY ON THE SUBGRADE, SAND CUSHION LAYER OR CLOSER THAN 2" TO THE OUTSIDE EDGE OF THE CONCRETE.

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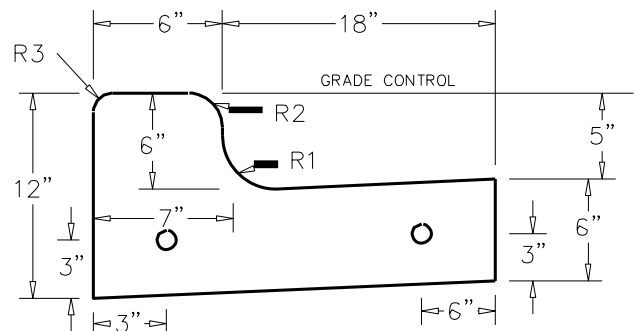
NOTES:

1. IF DIMENSION IS LESS THAN 5', REMOVE CURB AND GUTTER TO EXISTING JOINT AND POUR MONOLITHICALLY WITH DRIVEWAY. (SEE SHEET 1)
2. ALL DRIVEWAY WILL HAVE A CONTROL JOINT DOWN CENTER OF DRIVEWAY AND ON BOTH SIDES OF THE SIDEWALK PATH ACROSS THE DRIVEWAY. (SEE SHEET 3)
3. WHILE THE PROPERTY OWNER REMAINS RESPONSIBLE FOR GRADE BREAKS WITHIN PRIVATE PROPERTY, THE FIRE DEPARTMENT SHALL BE CONSULTED WHERE THE DRIVEWAY IS ESSENTIAL TO EMERGENCY VEHICLE ACCESS AND "G2 IS GREATER THAN 15%."
4. DRIVEWAY WIDTHS AND RADIUS DIMENSIONS, ONE/TWO WAY TRAVEL REQUIREMENTS, AND GEOMETRIC LAY-OUT ARE HIGHLY VARIABLE, SUBJECT TO SITE SPECIFIC CONDITIONS AND REQUIREMENTS. SEE TRANSPORTATION CRITERIA MANUAL. SECTION 5 "DRIVEWAYS" IF CONFLICT WITH DETAIL.
5. IF THE BASE IS OVER-EXCAVATED WHERE THE CURB AND GUTTER WERE REMOVED, BACKFILL WITH CONCRETE MONOLITHICALLY WITH THE DRIVEWAY.
6. DRIVEWAY SHALL NOT BE CONSTRUCTED WITHIN THE CURB RETURN OF A STREET INTERSECTION.
7. WATER METER BOXES AND WASTEWATER CLEAN OUTS ARE PROHIBITED FROM BEING LOCATED IN DRIVEWAY AREAS.
8. PAY ITEM: LAYDOWN CURB AND GUTTER WILL BE PAID FOR AS SEPARATE LINE ITEM. CURB AND GUTTER INSTALLED ON THE RADIUS OR ALONG THE RAMPS WILL BE SUBSIDIARY TO DRIVEWAY LINE ITEM.

The City of San Marcos Engineering and Capital Improvements		DRIVEWAY	
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LAURIE MOYER, P.E.	ADOPTED		433S-A-SM 6 OF 6

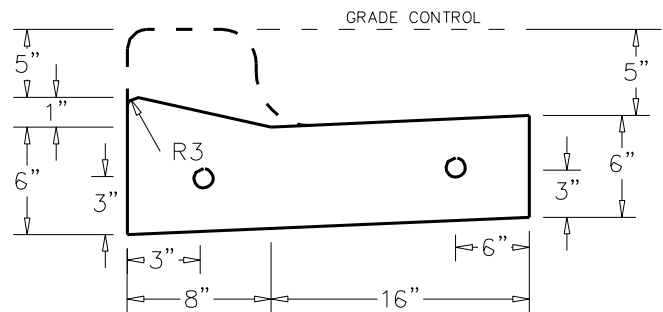


SPILL



CATCH

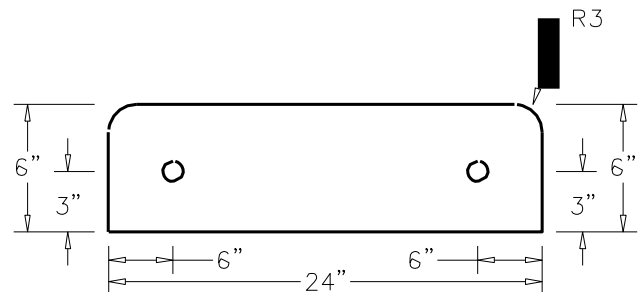
LABEL	RADIUS
R1	3 1/2"
R2	2 1/2"
R3	1/4"



LAY DOWN CURB

NOTES:

1. CONSTRUCTION CONTROL JOINTS AT 10' - 0" SPACING ALONG LENGTH OF CURB.
2. REINFORCING STEEL SHALL BE #3 BARS.
3. NO REBAR WILL BE ALLOWED IN CURB HEAD
4. CONCRETE WILL BE 3000 PSI VIBRATED IN PLACE
5. CONSTRUCT EXPANSION JOINTS AT A MAXIMUM OF 40'-0" ALONG THE LENGTH OF CURB. SEE DETAIL 430-3-SM



RIBBON CURB

REFERENCES
DETAIL 430-3-SM

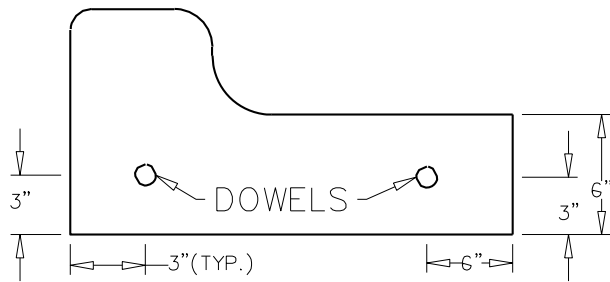
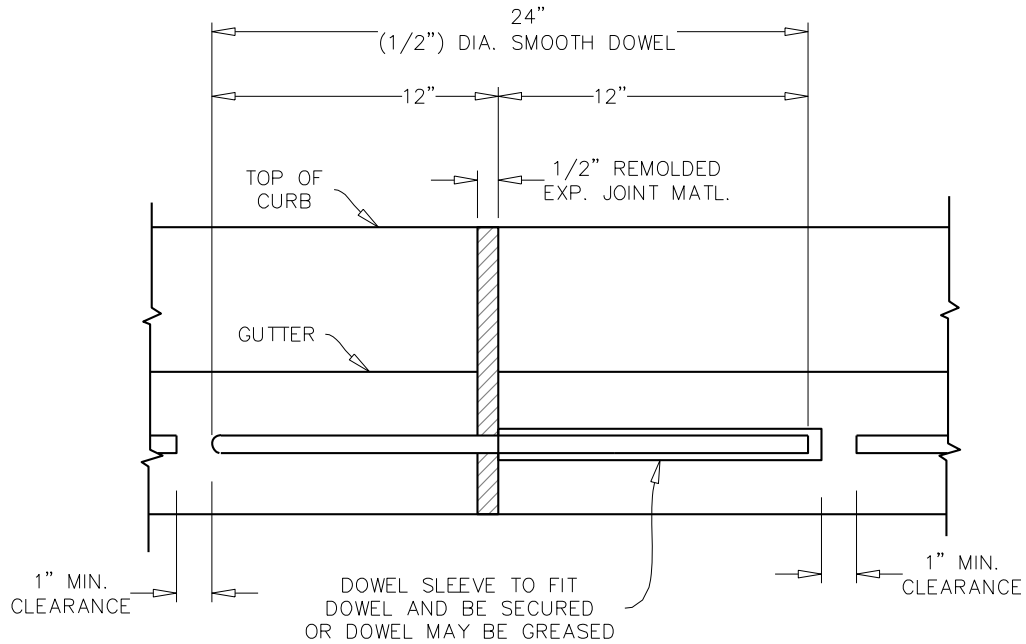
The City of San Marcos
Engineering and Capital Improvements

**REINFORCED CURB AND GUTTER
SECTIONS**

6/30/2014
LAURIE MOYER, P.E. **ADOPTED**

THE ARCHITECT/ENGINEER ASSUMES
RESPONSIBILITY FOR APPROPRIATE
USE OF THIS STANDARD

430S-2
N.T.S. STANDARD DETAIL



CROSS SECTION

NOTES:

1. CONSTRUCT EXPANSION JOINTS AT A MAXIMUM OF 40'-0" ALONG THE LENGTH OF CURB.
2. PLACEMENT OF DOWEL WILL MATCH REBAR PLACEMENT FROM CURB TYPE DETAIL 430-2-SM

REFERENCES
DETAIL 430-2-SM

The City of San Marcos
Engineering and Capital Improvements

CURB EXPANSION JOINT DOWEL DETAIL

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LAURIE MOYER, P.E. 6/30/2014
ADOPTED

THE ARCHITECT/ENGINEER ASSUMES
RESPONSIBILITY FOR APPROPRIATE
USE OF THIS STANDARD

430S-3
N.T.S. STANDARD DETAIL